



ANNOUNCEMENT NUMBER 12-16

OPEN TO: All Interested Candidates

POSITION: Admin Clerk (AEECA), FSN-6; FP-8

OPENING DATE: October 22, 2012

CLOSING DATE: November 7, 2012

WORK HOURS: Full Time; 40 hrs/week

SALARY: *Ordinarily Resident (OR): Position Grade: FSN-6*
Not-Ordinarily Resident (NOR): Position Grade: FP-8 (to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Sarajevo is seeking an individual for the position of Admin Clerk in the Office of Public Affairs (OPA) in Sarajevo.

BASIC FUNCTION OF POSITION:

Incumbent serves as an *Assistance for Eastern Europe and Central Asia (AEECA)* program administrative assistant. Assists in the management of the AEECA-funded programs by establishing and cultivating contacts in Bosnia-Herzegovinian non-governmental sector, recruiting applicants, preparing applications for the AEECA Committee members, reviewing, administering and monitoring approved projects, conducting on-site visits to grantee offices to ensure grantees compliance with the terms and conditions of the grant agreement.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 033-704-000 (x4373).

QUALIFICATIONS REQUIRED:

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in arts and sciences, social sciences or economic is required;
2. Minimum of two years of Administrative/Para-professional experience is required;
3. Level IV (fluent) in English and Bosnian/Croatian/Serbian is required. High degree of proficiency in both the written and spoken language, including the ability to translate;
4. Good working knowledge of word processing computer applications is required.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. veterans are given preference. Therefore, it is essential that the candidate specifically addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member DS-174 available at <http://sarajevo.usembassy.gov/job-opportunities.html>; **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

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| A. Position Title | L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type |
| B. Position Grade | M. Days available to work |
| C. Vacancy Announcement Number (if known) | N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location) |
| D. Dates Available for Work | O. U.S. Eligible Family Member and Veterans Hiring Preference |
| E. First, Middle, & Last Names as well as any other names used | P. Education |
| F. Date and Place of Birth | Q. License, Skills, Training, Membership, & Recognition |
| G. Current Address, Day, Evening, and Cell phone numbers | R. Language Skills |
| H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number) | S. Work Experience |
| I. U.S. Social Security Number and/or Identification Number | T. References |
| J. Eligibility to work in the country (Yes or No) | |
| K. Special Accommodations the Mission needs to provide | |

SUBMIT APPLICATION TO:

Please submit the applications **by e-Mail**, as specified below.

e-Mail: SarajevoJobVacancy@state.gov

POINT OF CONTACT:

phone: +387 33 704 000 ext. 4373

CLOSING DATE FOR THIS POSITION: November 7, 2012

The US Mission in Sarajevo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.